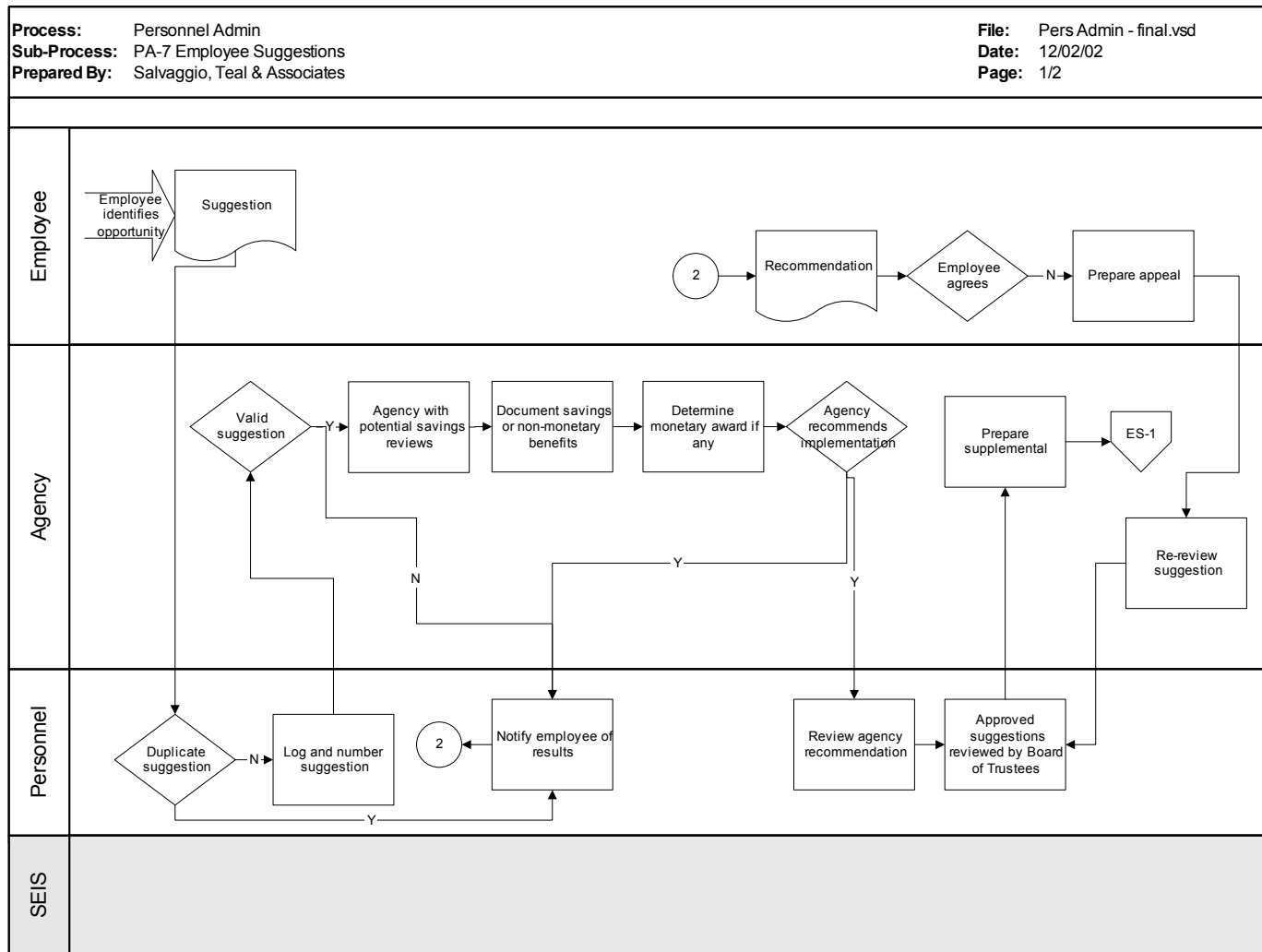


Process Name: Personnel Administration		Process Identifier: PA	
Sub-Process Name: Employee Suggestions		Sub-Process Identifier: PA-7	
Sub-Process Purpose and Objectives: The employee suggestion process manages the collection, evaluation, and implementation of suggestions made by employees for the improvement of State government.			
Sub-Process Description: Employee suggestions are received by Personnel, logged, and reviewed to ensure that the suggestion is not a duplicate. The suggestion is then forwarded to the agency for review.			
If the agency believes that the suggestion is not valid, the agency notifies personnel who notifies the employee and the process ends. If the agency determines that it is a valid suggestion, the suggestion is analyzed for potential savings, the amount of the monetary award is determined, and the suggestion and supporting documentation is forwarded to Personnel. Personnel (review panel) reviews the suggestion and forwards to the Board of Trustees for the program for final disposition. Once the Board of trustees makes a final decision, the employee is notified and a supplemental payment is prepared by the agency for processing in the next supplemental run. The check is returned to DOP and is delivered to the employee along with a letter from the Commissioner the Department of Personnel.			
Employees may appeal agency decisions regarding their suggestions to Personnel and the Board of Trustees.			
Sub-Process Trigger(s): <ul style="list-style-type: none">Employee submits suggestion		Key Sub-Process Participants: <ul style="list-style-type: none">EmployeeAgencyPersonnel	
Inputs:			
Input	Format	Volume/Time	Suppliers
Personnel master file	Database	45,000 active employees	Personnel and agency users
Employee suggestions		200 per year	
Outputs:			

Process Name: Personnel Administration		Process Identifier: PA	
Sub-Process Name: Employee Suggestions		Sub-Process Identifier: PA-7	
Output	Format	Volume/Time	Recipients
Updated personnel records	Database		Personnel and agency users
Performance Measures Tracked:			
Measure		Approx. Value	Target Value
Laws, Regulations, and Policies That Govern Sub-Process:			
TCA 4-27-101 thru 105 and operating procedures of program			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		In house developed, COBOL, IBM mainframe, IMS	



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